

# ***Reserve Annual Screening Questionnaire***

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## **Introduction**

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually.

Reserve members serving on long-term ADSW (more than 140 days) or on EAD contracts are not in the ready reserve and do not need to complete the ASQ. However, they should complete the ASQ as soon as possible following their release from active duty.

**Note:** Members who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be done as often as the information or recall availability changes and anytime of the year.

## **Viewing a Completed Questionnaire (Self-Service):**

You cannot view/review a questionnaire once it has been submitted. A new questionnaire is started each time you access the application.

## **Online Help:**

Visit the DA/PeopleSoft Online Help at <http://www.uscg.mil/hq/psc/ps> or <http://cgweb.psc.uscg.mil/> for more information on the ASQ and other topics.

## **Tutorials:**



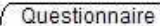
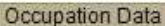
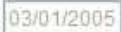

Tutorials for members and SPO users are available on PSC's training web pages: <http://cgweb.psc.uscg.mil/> (CGWEB/Intranet) <http://www.uscg.mil/hq/psc/pd.asp> (Internet)

## **How to Complete The Annual Screening Questionnaire:**

The following pages provide the procedure for entering a Reserve Screening Questionnaire. Self-Service and SPO procedures are similar; both are presented here.






## Procedure:

Start Internet Explorer, sign into the system (note, see the [Signing In topic](#), in the online help (<http://www.uscg.mil/hq/psc/ps>) if you need help getting started) and follow these steps to complete this procedure.

Step	Action
1	<p>Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):</p> <p>➡ <b>Self-Service</b> --- <a href="#">Home</a> &gt; <a href="#">Self-Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">Tasks</a> &gt; <b>Annual Screening Questionnaire</b></p> <p>➡ <b>Non Self-Service (SPO)</b> -- <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Annual Screening Questionnaire</b></p> <p>Non self-service users complete the Employee lookup page, enter the member's employee ID and click  (see Search Tips for help if necessary).</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
2	<p>The Annual Screening Questionnaire page will display. There are two tabs to complete on this page, the questionnaire tab (which is displayed first) and the occupation data tab.</p> <ul style="list-style-type: none"> <li>Read the Annual Screening Questionnaire Acknowledgement and select the response.</li> </ul> <p> </p> <p><b>Annual Screening Questionnaire</b></p> <p>Last Name, M <span style="float: right;">EmplID: 1234567</span></p> <p><b>Annual Screening Questionnaire Acknowledgement</b></p> <p>As a member of the Coast Guard Reserve, I am subject to involuntary recall to active duty and I willingly accept this obligation. I am ready to deploy and be mobilized on short notice. If my deployability becomes impaired due to employment, family, medical (dental, physical, psychological), or any other condition(s), I shall notify my command about the impediment in writing immediately. I understand that refusing to comply with orders for a recall to active duty is subject to penalties imposed by the Uniform Code of Military Justice (UCMJ). Among other sanctions, I could receive dismissal, a bad conduct discharge, a dishonorable discharge, or an administrative discharge characterized as other than honorable.</p> <p>Member's response: <input type="radio"/> I understand and accept <input type="radio"/> I do not understand or do not accept</p> <p><b>Recall Availability</b></p> <p>Date Notified: 03/01/2005 <span style="float: right;">Date Signed: </span></p> <p>*Member Recall Status: </p>

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3	<p>Complete the Recall Availability section by clicking on the drop-down arrow in the Member Recall Status block and choosing the status.</p> <p>*Member Recall Status: </p> <table border="1"> <thead> <tr> <th>Status</th> <th>Use when...</th> </tr> </thead> <tbody> <tr> <td><b>Available</b></td> <td>Available for recall</td> </tr> <tr> <td><b>Critical</b></td> <td>Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official).</td> </tr> <tr> <td><b>Hardship</b></td> <td>Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td> </tr> <tr> <td><b>Key Empl</b></td> <td>Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in <a href="#">COMDTINST 12910.1, dtd 10 SEP 1990, Screening of Civilian Employees in the Reserve Components</a>.</td> </tr> <tr> <td><b>Other</b></td> <td>Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.</td> </tr> </tbody> </table> <p>If you answered "<b>I do not understand or do not accept</b>" in the Member's Response section (Step 2 above) or selected anything other than "<b>Available</b>" in the recall status block, you will need to enter a supervisor's Operator ID number and email address so the ASQ can be reviewed by your chain of command.</p> <p>Route to Supervisor: <input type="text"/> </p> <p>Email Address: <input type="text"/></p> <p>Click the  icon next to the Route to Supervisor block to lookup the Operator ID. The lookup page will open. Enter some search criteria and click the <b>Lookup</b> button.</p> <p> See Search Tips for help on entering search criteria.</p> <p><b>Lookup Route to Supervisor</b></p> <p>EmplID: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>SetID: <input type="text"/></p> <p>Department: <input type="text"/> </p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p>Click on the supervisor's name to return to the Questionnaire. The Route to Supervisor and email address blocks will be filled in by the system. If your supervisor does not have an email address in the system, you may enter it manually. Be sure to use all lowercase letters and to use the complete email address (e.g. jsmith@domain.uscg.mil).</p>	Status	Use when...	<b>Available</b>	Available for recall	<b>Critical</b>	Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official).	<b>Hardship</b>	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.	<b>Key Empl</b>	Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in <a href="#">COMDTINST 12910.1, dtd 10 SEP 1990, Screening of Civilian Employees in the Reserve Components</a> .	<b>Other</b>	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.
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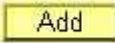
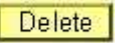







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4	<p>Switch to the Occupation Data tab by clicking the tab name <b>Occupation Data</b> or using the link (<a href="#">Occupation Data</a>) at the bottom of the page.</p> <ul style="list-style-type: none"> <li>Enter the civilian employment data. Mandatory fields (cannot be left blank) are denoted by an asterisk (*).</li> </ul> <p><b>Occupational Data</b></p> <p>Last Name, M      EmpID: 1234567</p> <p><b>Civilian Employer Data</b></p> <p>*Employer: <input type="text"/>      *Supv.Name: <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Work Phone: <input type="text"/>      Supv Phone: <input type="text"/></p> <p>*Employment Status: <input type="button" value="v"/>      Self Employed <input type="checkbox"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text"/>      State: <input type="text"/> <input type="button" value="Q"/></p> <p>Postal Code: <input type="text"/>      *Country: <input type="text" value="USA"/> <input type="button" value="Q"/></p> <table border="1"> <thead> <tr> <th>Field</th><th>Enter</th></tr> </thead> <tbody> <tr> <td><b>*Employer</b></td><td>Enter the employer's name (e. g. "Bank of America", "Houston Police Dept.").  <b>Students</b> - Enter name of school. <b>Not Employed</b> - Enter "Not Applicable"</td></tr> <tr> <td><b>*Supv.Name</b></td><td>Enter the name of the supervisor.  <b>Students/Not Employed</b> - Enter the member's name</td></tr> <tr> <td><b>*Work Phone</b></td><td>Enter the telephone number, including the area code, for the member's employer.  <b>Students/Not Employed</b> - Enter the member's home number.</td></tr> <tr> <td><b>Supv Phone</b></td><td>Enter the supervisor's phone number if available (optional field).</td></tr> <tr> <td><b>*Employment Status</b></td><td>Select the applicable status from the drop down menu.   <div> <div>*Employment Status: <input type="button" value="v"/></div> <div> <div>Address 1: <input type="text"/></div> <div>Address 2: <input type="text"/></div> <div>Address 3: <input type="text"/></div> <div>City: <input type="text"/></div> </div> <div> <div>Full Time</div> <div>Other</div> <div>Part Time</div> <div>Student</div> <div>Vol. Serv</div> </div> </div>   <b>Not Employed</b> -Select "Other"</td></tr> <tr> <td><b>Self Employed</b></td><td>Check the box in self-employed.</td></tr> <tr> <td><b>Address1 Address2 Address3</b></td><td>Enter the Employer's mailing address.</td></tr> <tr> <td><b>City</b></td><td>Enter the Employer's mailing city.</td></tr> <tr> <td><b>State</b></td><td>Enter the Employer's state</td></tr> <tr> <td><b>Postal Code</b></td><td>Enter the Employer's zip code.</td></tr> </tbody> </table>	Field	Enter	<b>*Employer</b>	Enter the employer's name (e. g. "Bank of America", "Houston Police Dept.").  <b>Students</b> - Enter name of school. <b>Not Employed</b> - Enter "Not Applicable"	<b>*Supv.Name</b>	Enter the name of the supervisor.  <b>Students/Not Employed</b> - Enter the member's name	<b>*Work Phone</b>	Enter the telephone number, including the area code, for the member's employer.  <b>Students/Not Employed</b> - Enter the member's home number.	<b>Supv Phone</b>	Enter the supervisor's phone number if available (optional field).	<b>*Employment Status</b>	Select the applicable status from the drop down menu.  <div> <div>*Employment Status: <input type="button" value="v"/></div> <div> <div>Address 1: <input type="text"/></div> <div>Address 2: <input type="text"/></div> <div>Address 3: <input type="text"/></div> <div>City: <input type="text"/></div> </div> <div> <div>Full Time</div> <div>Other</div> <div>Part Time</div> <div>Student</div> <div>Vol. Serv</div> </div> </div> <b>Not Employed</b> -Select "Other"	<b>Self Employed</b>	Check the box in self-employed.	<b>Address1 Address2 Address3</b>	Enter the Employer's mailing address.	<b>City</b>	Enter the Employer's mailing city.	<b>State</b>	Enter the Employer's state	<b>Postal Code</b>	Enter the Employer's zip code.
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5	<p>Enter the Civilian Standard Occupation Code(s).</p> <p>You can use the   buttons to add or delete rows. <b>At least one row is required.</b></p>  <table border="1"> <thead> <tr> <th>Field</th><th>Entry</th></tr> </thead> <tbody> <tr> <td>           *Standard Occupational Code   </td><td>           Enter a Standard Occupational Code.             Click  icon to search for a code.           <ul style="list-style-type: none"> <li>Enter a keyword preceded by the percent (%) character in the Description field and click the <b>Lookup</b> button.</li> <li>Click on a code or job description in the search results to return to the Occupation tab.</li> <li>If you are a student, homemaker or unemployed choose the occupational code that best describes your skills.</li> <li>Click the <b>Add</b> button to add more occupation codes.</li> </ul> </td></tr> </tbody> </table>	Field	Entry	*Standard Occupational Code 	Enter a Standard Occupational Code.  Click  icon to search for a code. <ul style="list-style-type: none"> <li>Enter a keyword preceded by the percent (%) character in the Description field and click the <b>Lookup</b> button.</li> <li>Click on a code or job description in the search results to return to the Occupation tab.</li> <li>If you are a student, homemaker or unemployed choose the occupational code that best describes your skills.</li> <li>Click the <b>Add</b> button to add more occupation codes.</li> </ul>
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If the exact date is unknown provide an estimate.         </td></tr> <tr> <td>           Current Position End Dt  <input type="text"/> </td><td>           Enter the calendar date member ended their period of employment or provide an estimate if still working or unknown (i.e. projected retirement date). You may leave this field blank if currently employed in the position.         </td></tr> <tr> <td>           *Position Title  <input type="text"/> </td><td>           Enter title for this position (e. g. "Detective" or "Office Manager")   <u><b>Students</b></u> – Enter "Student".  <u><b>Not Employed</b></u> – Enter "Unemployed," "Homemaker" or "Retired" as applicable.         </td></tr> </tbody> </table>	Field	Entry	*Standard Occupational Code <input type="text" value="1"/>	<p><i>Example Occupation Code search and results using the % character.</i></p> <p>Note: If multiple codes are listed for what appears to be the same job description, select the first code. 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If the exact date is unknown provide an estimate.	Current Position End Dt <input type="text"/>	Enter the calendar date member ended their period of employment or provide an estimate if still working or unknown (i.e. projected retirement date). You may leave this field blank if currently employed in the position.	*Position Title <input type="text"/>	Enter title for this position (e. g. "Detective" or "Office Manager")  <u><b>Students</b></u> – Enter "Student". <u><b>Not Employed</b></u> – Enter "Unemployed," "Homemaker" or "Retired" as applicable.
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*Standard Occupational Code <input type="text" value="1"/>	<p><i>Example Occupation Code search and results using the % character.</i></p> <p>Note: If multiple codes are listed for what appears to be the same job description, select the first code. The subsequent codes are not actually duplicates, they just provide a more detailed description of the occupation. Due to space limitations, the entire description is not displayed.</p> <p><b>Lookup Standard Occupational Code</b></p> <p>Standard Occupational Classif: <input type="text"/></p> <p>Description: <input type="text" value="%Driver"/></p> <p> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a> </p> <p> <input type="button" value="Lookup"/> </p> <p><b>Search Results</b></p> <p>View All First 1-10 of 10 Last</p> <table border="1"> <thead> <tr> <th>Standard Occupational Classif</th><th>Description</th></tr> </thead> <tbody> <tr><td><a href="#">533011</a></td><td><a href="#">Ambulance Drivers and Attendan</a></td></tr> <tr><td><a href="#">533020</a></td><td><a href="#">Bus Drivers</a></td></tr> <tr><td><a href="#">533022</a></td><td><a href="#">Bus Drivers, School</a></td></tr> <tr><td><a href="#">533021</a></td><td><a href="#">Bus Drivers, Transit and Inter</a></td></tr> <tr><td><a href="#">533031</a></td><td><a href="#">Driver/Sales Workers</a></td></tr> <tr><td><a href="#">533030</a></td><td><a href="#">Driver/Sales Workers and Truck</a></td></tr> <tr><td><a href="#">472072</a></td><td><a href="#">Pile-Driver Operators</a></td></tr> <tr><td><a href="#">533041</a></td><td><a href="#">Taxi Drivers and Chauffeurs</a></td></tr> <tr><td><a href="#">533032</a></td><td><a href="#">Truck Drivers, Heavy and Tract</a></td></tr> <tr><td><a href="#">533033</a></td><td><a href="#">Truck Drivers, Light or Delive</a></td></tr> </tbody> </table>	Standard Occupational Classif	Description	<a href="#">533011</a>	<a href="#">Ambulance Drivers and Attendan</a>	<a href="#">533020</a>	<a href="#">Bus Drivers</a>	<a href="#">533022</a>	<a href="#">Bus Drivers, School</a>	<a href="#">533021</a>	<a href="#">Bus Drivers, Transit and Inter</a>	<a href="#">533031</a>	<a href="#">Driver/Sales Workers</a>	<a href="#">533030</a>	<a href="#">Driver/Sales Workers and Truck</a>	<a href="#">472072</a>	<a href="#">Pile-Driver Operators</a>	<a href="#">533041</a>	<a href="#">Taxi Drivers and Chauffeurs</a>	<a href="#">533032</a>	<a href="#">Truck Drivers, Heavy and Tract</a>	<a href="#">533033</a>	<a href="#">Truck Drivers, Light or Delive</a>										
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*Continued on next page*

Example of a properly completed Occupation Data tab:

Home > Administer Workforce > Administer Workforce (GEL) > Use > Annual Screening Questionnaire

Questionnaire Occupation Data

## Occupational Data

Last Name: M      EmpID: 1234567

### Civilian Employer Data

View All    First    1 of 1    Last

\* Employer: Kansas City Police Dept      \* Supv/Name: SGT. Will Smith    +    -

\* Work Phone: 816/555-1212      Supv Phone: 816/555-1212

\* Employment Status: Full Time    Self Employed ☐

Address 1: Training Division

Address 2: 123 Police Plaza

Address 3:

City: Kansas City      State: KS    Q

Postal Code: 66832-3421      \* Country: USA    Q

\* For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders.\*





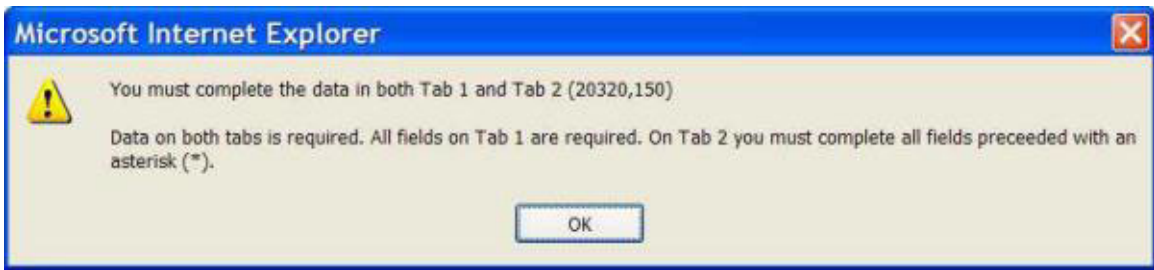
### Civilian Occupation Information

Select civilian skills to be considered during mobilization.

* Standard Occupational Code	Description	* Date Posted	Current Position	End Dt	* Position Title	First	1-2 of 2	Last
1 333050	Q Police Officers	03/03/1991	04/01/2021	02/01/1991	Training Officer		Add	Delete
2 553013	Q Armored Assault Vehicle Crew M	02/08/1985	02/01/1991		U.S. Army, M243 Commander		Add	Delete



## Procedure (Cont'd):

Step	Action
6	<p>Click the  button to save the questionnaire. Self-Service users will receive the following confirmation message.</p> <p><a href="#">Home</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">Tasks</a> &gt; <a href="#">Annual Screening Questionnaire</a></p> <hr/> <p><b>Save Confirmation</b></p> <p> The Save was successful. Upon entry the mobilization page appears blank, but your saved data is stored in CGHRMS.</p> <p></p> <p>Click  to dismiss the confirmation.</p> <p><b>Errors:</b></p> <p>If you did not complete all the required fields before attempting to submit the ASQ the following error message will display:</p>  <p>Click OK to dismiss the error. Review the ASQ to ensure you completed all the required fields (those marked with an *). Provide any missing information and click the save button again.</p>

## Viewing a Completed Questionnaire (Self-Service):

You cannot view/review a questionnaire once it has been submitted. A new questionnaire is started each time you access the application. **If you have any doubts about a questionnaire you have submitted, complete a new one.** Only the most recent questionnaire has any relevance in the system.